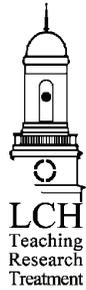


# Larue D. Carter Memorial Hospital The Carter Insider



Volume 4, Issue 6

June 2008

## Ethics Training Required

**Ethics training is required of all state employees every two years.** The Office of Inspector General (OIG) has developed a new ethics training program that is being delivered via PeopleSoft. **All Family and Social Services Administration (FSSA) employees, including LCH staff, must complete this training no later than June 27.**

To access the training, visit the OIG website at <http://www.in.gov/ig/training.html> and click on the "Ethics Training Course" link. You will be re-directed to a PeopleSoft login page. Enter your PeopleSoft HR system ID. Enter your PeopleSoft HR password.

After you have successfully logged in, select "Employee Self Service" on the menu on the left side of the screen. Select "Learning." Select "Current Learning." Select the "Ethics Training" link. On the Activity Progress page, select "Launch."

At the end of training, check the option (button) to acknowledge you have read and understood the training. Click "Submit," then "Finish." Once the training closes, select "Return to Activity Progress" to verify you completed the training.

**If you encounter any problems, refer to the troubleshooting table beginning on this page and continuing on page 4.**

If you have this problem	Try this
You can't get to the web page to log into the ELM.	Make sure you have the correct information in the address line of your web browser.
You can't log in—you get a message telling you your USERID or password is incorrect.	Try entering the information again. Consider the following tips: Be sure your USERID and/or password are in the correct case (caps versus lower case). If this doesn't work, contact the IOT helpdesk to validate your USERID/password are correct. They may need to re-set your password if it has expired. Three failed attempts to log in will lock you out of the system, and you will have to call the IOT helpdesk. IOT helpdesk: 317-234-4357 or <a href="mailto:ICS@iot.IN.gov">ICS@iot.IN.gov</a> .

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## IU Center for Clinical and Cognitive Neuroscience (CCCN)

**The Indiana University Center of Clinical and Cognitive Neuroscience (CCCN), housed at Larue Carter Memorial Hospital,** conducts basic research on behavioral, cognitive, neurobiological, and genetic factors associated with schizophrenia and bipolar disorder. The Center aims to conduct basic research that produces findings that can be trans-

lated to clinical care. CCCN is co-directed by **Dr. Anantha Shekhar** of IU's Department of Psychiatry and Professors **Bill Hetrick** and **Brian O'Donnell** from the IU Department of Psychological and Brain Sciences.

The CCCN is currently reaching out to mental health organizations and clinicians in Indiana

to build bridges that will enhance its goal of serving as an educational resource to the community at large and to focus research efforts in order to be responsive to the needs of consumers and their families. Research at CCCN is supported by prestigious grants from organizations such as the National (continued on page 2)

## Don't Sizzle this Summer!



Summer is the time of year when everyone enjoys being outdoors, making the most of every day from sunrise to sunset. However, **every minute in the sun without protection puts you and your loved ones at risk.**

Did you know that a tan only appears as a result of skin cells that have been killed or damaged by ultra-violet (UV) rays? **Repeated exposure to UV radiation can cause long-term damage to the body's immune system as well as increase the risk of devel-**

### oping skin cancer.

It is estimated that 1.2 million skin cancer cases will be diagnosed this year alone. This is more than lung, breast, colon and prostate cancers combined. Approximately 10,000 people die from skin cancer every year.

There are simple things you can do to drastically decrease potential damage to your skin. Two of the most important things are following the published UV index and using sun screen. **Unprotected skin can be damaged in as little**

**as ten minutes.** Varying amounts of UV radiation and different skin types call for different levels of protection, but as a general rule, adults should wear a sun protection factor (SPF) of at least 15, and children should wear an SPF of 30. However, this level of SPF may only protect for about an hour. If you're going to be in the sun longer than that, the SPF should be higher. And reapply sun screen often—especially after swimming.

Have fun in the sun, but don't sizzle.

## CCCN Research continued from page 1



Institute of Mental Health (NIMH) and the National Alliance for Research on Schizophrenia and Depression (NARSAD).

The ongoing work at CCCN is dedicated to understanding the symptoms and neurobiological basis of mental illness. The Center specifically focuses on schizophrenia and bipolar disorder. The symptoms of these disorders include disturbances in mood, thinking, memory, concentration, and the way the world is perceived. These

disorders can disrupt performance at work and school, social functioning, and relationships with family and friends.

CCCN schizophrenia research focuses on persons with this diagnosis *and* their families. While genetic components of the disorder are unclear, research shows that an individual with schizophrenia is more likely than not to come from a family with other persons who have the disorder. Therefore, relatives of schizophrenia patients may prove to be infor-

mative in determining the different roles that genetics and the environment play in the development of the disorder.

Research projects on bipolar disorder investigate the different phases of the disorder. Specifically, the research focuses on how people in different mood states differ in their thinking, learning, processing, and sleep. The research also examines predictors and mechanisms associated with (continued on page 3)

## LCH Potpourri



June's Employee of the Month is **Christina Medaris**. Christina is an attendant on 4C. Congratulations, Christina!

The Rehabilitation Department thanks **Shelia Adkins, Vickie Toomey, and Tonya Williams** for providing sack lunches for the clients' trip to the 500 Parade. Thanks for helping to make the clients' outing an enjoyable one.

LCH welcomes: **Mary Ann Adkins** (Nurse), **Natasha**

**Cooney** (Attendant), **Shellie Jackson** (Housekeeper), **Amon Smith** (Attendant), and **Stephanie Wiley** (LPN).

We say farewell to: **Alisa Shine** (Security Officer).

Happy retirement and best wishes to: **Earlene Floyd** (Transitional Care Specialist), **Bill Hall** (Painter), and **Toni Hendrickson** (Attendant).

On June 19th, 1865, news finally reached African Americans in Galveston, Texas, that

slavery had been abolished. Since then, June 19th has been known as **Juneteenth**, and it has become a day to celebrate and to acknowledge that all people deserve to be free to share equal civil and human rights. Happy Juneteenth!

Also celebrated in June: World Environment Day and Children's Day (both June 8), Flag Day (June 14), Father's Day (June 15), Gay Pride Month and Caribbean-American Month.

## Training Opportunities

### **CPR**

Dates: June 24, July 8 & 22

Time: 8:00 am to 3:00 pm

Place: LCH, 5th floor

### **Customer Service**

Date: June 25

Time: 9:00 to noon

Place: IN Government Center

### **Teambuilding**

Date: June 26

Time: 8:00 to noon

Place: IN Government Center

### **Harassment in the Workplace (mandatory for all supervisors and managers)**

Date: June 26

Time: 9:00 to noon

Place: LCH, Board Room

### **New Employee Orientation**

Dates: June 30 & July 28

Time: 8:00 am to 4:30 pm

Place: LCH, Board Room

### **Basic Computer**

Date: July 11

Time: 9:00 to noon

Place: LCH, Computer Lab

### **Situational Leadership (supervisors only)**

Date: July 9

Time: 9:00 am to 3:00 pm

Place: LCH, Board Room

### **Performance Management (supervisors only)**

Date: July 25

Time: 9:00 am to 3:00 pm

Place: LCH, Board Room



To register for classes, or for more information, contact Al Jordan at extension 4340

## CCCN Research continued from page 2

symptom onset and remission.

**The Center is currently seeking individuals with schizophrenia or bipolar disorder and their family members to participate in research studies.**

All CCCN studies are non-invasive and do not involve changes in medication. No injections or blood collection are required. Participants complete hearing and visual perception tests and may have their eye movements and brain

waves recorded. State-of-the-art systems are used to monitor brain functions. In addition, participants complete questionnaires about mood, personality, and perceptions of the world around them. Testing takes between 4 and 12 hours and can be scheduled on different days in order to accommodate participants' schedules. Participants will be compensated for their time.

**Further information can be obtained from:**

Center for Clinical & Cognitive Neuroscience

Larue Carter Hospital

2601 Cold Springs Road

Indianapolis, IN 46222

Phone: 317-941-4502

Email: [EEGLAB@indiana.edu](mailto:EEGLAB@indiana.edu)



## Joint Commission Encourages Patients to Speak Up

The Joint Commission, in conjunction with the Centers for Medicare and Medicaid Services, urges patients to take a role in preventing health care errors by becoming active participants on their health care teams. **The Joint Commission's Speak Up program** encourages patients to:

- Speak up if they have concerns or questions.
- Pay attention to their

care.

- **E**ducate themselves about their diagnosis and treatment.
- **A**sk a trusted person to be their advocate.
- **K**now what medications they take and why they take them.
- **U**se a facility that has undergone a rigorous on-site evaluation such as the

ones provided by the Joint Commission.

- **P**articipate in treatment decisions.

The *Speak Up* program has educated patients about their rights and helped prevent medication errors.

For more information about *Speak Up*, visit the Joint Commission's website at [www.jointcommission.org](http://www.jointcommission.org) or call **630-792-5630**.



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AND SOCIAL  
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ADMINISTRATION /  
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Paula McAfee, Kathy Scott,  
Vivian Shank

**June 2008**

**Our Vision**

Our vision is to serve the citizens of Indiana as a center of excellence in mental health.

**Our Mission**

Our mission is to provide specialized treatment, education, and research in the field of mental health.

**Quote of the Month:**

"Be not afraid of growing slowly; be afraid of standing still."

Chinese Proverb



**Ethics Training Required** continued from page 1

You can log into the ELM, but you can't see the online training catalog, and you get a message that says, "You are not authorized to view this page."	Contact the IOT helpdesk at 317-234-4357 or ICS@iot.IN.gov.
You can't see the online training catalog, but you are not getting an error message. You can't see the links to click on to find the training.	Contact the IOT helpdesk at 317-234-4357 or ICS@iot.IN.gov.
You can see the online learning catalog links you need and can find the course, but can't complete your online enrollment.	Contact the IOT helpdesk at 317-234-4357 or ICS@iot.IN.gov.
If you can't start the training within PeopleSoft—when you click the "launch" link, the new window doesn't open to start the training.	Check the pop-up blocker—make sure it is disabled, then try again. The IOT helpdesk can walk you through this, if necessary.
You can launch the training and start it, but you are experiencing a problem within the training once you get it started.	Contact the IOT helpdesk at 317-234-4357 or ICS@iot.IN.gov.
You are a new employee and you aren't in the PeopleSoft system.	Contact Angela Reed at 317-232-1512. Or, if necessary, contact the IOT helpdesk at 317-234-4357 or ICS@iot.IN.gov.
You have questions regarding the information you read/learned in the training.	Contact Jessaca Turner Stults at 317-234-3884. If you would like your information to remain confidential, you may request an informal advisory opinion from the staff of the Office of Inspector General. You may submit your information to <a href="http://www.in.gov/ig/advice.html">http://www.in.gov/ig/advice.html</a> . Various examples of the ethics rules are also available at <a href="http://www.in.gov/ig/codecomplete.html">http://www.in.gov/ig/codecomplete.html</a> . Examples of the rule applied in real-life situations are listed under every rule.
You experience an issue that is not listed in this table.	First consult either Angela Reed at 317-232-1512 or Jessaca Turner Stults at 317-234-3884. Then, if you are still having issues, complete an IOT helpdesk ticket.